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HEADQUARTERS OPERATIONS, MAINTENANCE  
AND ENGINEERING DIVISION, OL  
WEEKLY REPORT PERIOD ENDING 26 DECEMBER 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

None.

II. Items/Events of Major Interest:

a. Blinds for Headquarters Cafeterias' Corridor Windows: Installation of vertical blinds covering the windows leading to the North and South Cafeterias in the Headquarters Building commenced on 12 December 1984. The fiberglass vanes, which are installed in sequences of rose and gray, are replacing old draperies which are difficult and expensive to maintain. Installation in the south corridor is finished, but a shortage of gray vanes will delay completion in the north corridor until mid-January 1985.

b. Cafeteria Renovations: Cafeteria renovations continued during the weekend of ~~21 to 24~~ December 1984.  
21-23

A. In the North Cafeteria the drywall contractor completed the final taping, patching, and sanding operation for the new ceiling to accept the sealing basecoat. The carpentry framing work to box around the existing column by the cash registers was started.

B. The hanging of the new drywall ceiling in the South Cafeteria is completed up to the loft area in the middle bay area. No final sanding and patching operations were accomplished in this area this past weekend.

C. In the south bay area the taping, patching, and sanding is complete. The carpentry framing work to box around the existing exposed columns and for the installation of the hanging box beams was started.

D. Work is scheduled to resume on 28 December 1984.

c. Security Escort Program: Employees of the Printing and Photography Division, OL, have ceased working overtime as participants in the Security Escort Program because of budgetary constraints and the requirement that this activity be limited to employees whose grade does not exceed GS-09 or the equivalent. -ND

d. Work Orders: All open minor work orders for the outlying buildings have been returned to their components for resubmission if work is still required. All major incomplete work orders have been transferred to the Real Estate and Construction Division, OL, to continue processing as necessary. The balance of GSA work orders for the Headquarters Compound are being reviewed and will either be cancelled or forwarded to Allied Eastern States Maintenance Corporation for completion. -ND

III. Significant Events Anticipated During the Coming Week:

None.



Chief,  
Headquarters Operations, Maintenance  
and Engineering Division, OL

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